

REPORTS INVENTORY					CONTROL NO.
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) ISD/M&CB Statistical Report					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)	
		SECURITY	FINANCE		
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly, plus Cumulative Report Semi-annually to EO/OL		6. DISTRIBUTION (No. of components not number of copies) Monthly - LSD and Branches, plus Semi-annually to EO/OL	
7. FORMAT (memorandum, form computer print-out, etc) LSD Format		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT LSDI 7-2	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-11. 6	\$6. 68	1/2 hr	\$3. 34	12	\$40. 08
GS-4. 1	\$2. 81	1/2 hr	\$1. 40	12	\$16. 80
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR \$56. 88					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
See summary sheet					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS DOLLARS
15. DATE OF INVENTORY 9 October 1970		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130050-8 Reports Officer, LSD/OL			17. EXTENSION <input type="checkbox"/>